

JOB VACANCY NOTICE

U.S. Interests Section
Havana, Cuba

September 13, 2012

Announcement Number:

Position Number: 97-752001

OPEN TO: AEFM, EFM and TCNS
POSITION: GSO (General Services Office) Assistant for Housing and Property, FP-06
OPENING DATE: September 13, 2012
CLOSING DATE: September 27, 2012 (or until filled)
WORK HOURS: Full-Time
SALARY: FP-06: \$41,780 p.a. (Based on 40 hours a week)
Final Grade to be determined by Washington.

The U.S. Interests Section (USINT) seeks an Appointment Eligible Family Member (AEFM), Eligible Family Member or a Third Country National for the position of GSO Housing Assistant.

Note: If the selected candidate does not meet the Spanish language requirement for the job, he/she will be placed in a training grade (FP-07 / FSN-07) until he/she does so. This position requires at least Level II Spanish to be placed in a training grade.

BASIC FUNCTION OF POSITION

The incumbent is responsible for the supervision of all non-expendable property management functions and warehouse and supply operations. This position works directly for the GSO, directly supervises five employees and at any given time, may direct the daily work of up to ten additional staff to execute short-term projects (i.e. make-readies).

The incumbent serves as officers' main point of contact for housing-related issues and is responsible for ensuring that customer requests are fulfilled. The incumbent makes recommendations for housing assignments and provides substantial input for the Housing Board meetings.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Management Office. Contact Debbie Patry at ext. 2403.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1) College or University studies required.
- 2) Requires two to three years of general administrative/office experience plus two years of supervisory/managerial experience.
- 3) English and Spanish level III (good working knowledge) speak/written is required. Test to be administered by the HR department.
- 4) Ability to use Microsoft Office software (Word, Excel), WebPASS, NEPA database. Test to be administered by the HR department.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency (employment eligibility) status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for employment (SF-171 or OF-612) is required.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

USINT Human Resources Management Office

POINT OF CONTACT

Telephone: 833-3551/59 Extension 2403
 FAX: 833-2095
 E-mail: HavanaHR@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. Citizen; and
 - The spouse of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old; and
 - Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at U.S. mission, or at an office of the American Institute in Taiwan, and who is under chief-of-mission authority; and
 - Residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan; and
 - Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personal having diplomatic privileges and immunities

CLOSING DATE FOR THIS POSITION: February 16, 2010

The US Interest Section in Havana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARANCE FOR THE JOB OPPORTUNITY

Announcement Number: 10/05

Drafted: HR: ADavis

Approved: HRO: DReid

Cleared: A/GSO: FOlivo

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